

EUREKA TOWNSHIP

APPLICATION PROCESS FOR BUILDING PERMITS AND LAND USE AND ZONING PERMITS

1. Submit a completed application and other documents as required to the Zoning Administrator (Eureka Town Clerk or Deputy Clerk) by 12:00 noon on the Thursday that is at least ten (10) days prior to the Planning Commission meeting.
 2. All applications require an application fee, and some require escrow funds as set out in the Ordinance 7 Fee Schedule. An application is not considered complete until all fees/escrow funds have been paid.
 3. The Zoning Administrator will review the application and, if complete, will place the request on the agenda for the next regularly scheduled Planning Commission meeting.
 4. The applicant, or their representative, must attend the Planning Commission meeting to represent the application and obtain the required signature.
 5. The Planning Commission will review the application and make recommendation to the Town Board for its next regularly scheduled meeting.
 6. The applicant, or their representative, must attend the Town Board meeting to represent the application and obtain the required signature.
 7. The Zoning Administrator will forward the approved application to the Building Inspector, who reviews the plans, calculates the building permit fees and completes required inspections of the structure or project.
- Every permit issued shall become invalid unless the work authorized by the permit is commenced within 180 days after its issuance, or if the work authorized by the permit is suspended or abandoned for a period of 180 days after the time the work is commenced.
 - Every permit issued becomes invalid unless all applicable fees are paid within thirty (30) days of approval by the Town Board.
 - The Building Official may grant, in writing, two (2) extensions of time for periods not more than 180 days each. The extension shall be requested in writing with justifiable cause demonstrated. (Resolution 59, 8-13-2007)
 - All required building permits shall be obtained before any construction commences. Permit fees shall be doubled in the event construction shall have been commenced before said permit has been issued.

WHERE AND WHEN ARE MEETINGS HELD?

All meetings are held in the Eureka Township Hall, located at 25043 Cedar Avenue. (SW corner of Cedar Ave & 250th St.)

- Planning Commission: Meetings are held the first (1st) Tuesday of each month at 7:00 p.m.
- Town Board: Meetings are held the second (2nd) and fourth (4th) Tuesday of each month at 7:00 p.m.

*Exceptions: if a regularly scheduled meeting falls on a Holiday, consult the calendar on the Township website at <http://eurekatownship-mn.us> or contact the Town Clerk at (952) 469-3736 for dates.